

PERMIT ADJUSTMENT APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF

FILE NUMBER AD		RECEIPT # _____
PROPERTY LOCATION/ ADDRESS		DATE _____
QUAD #	ZONING	AMOUNT _____
PD ZONING FILE #	PERMIT FILE#	BY _____
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL		

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

PROPERTY LOCATION/ ADDRESS
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>
DESCRIPTION OF THE PROPOSED MINOR CHANGE <i>(Approval is limited to description contained herein)</i>
DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE? <input type="checkbox"/> NO <input type="checkbox"/> YES Please indicate whether HUD Funding has been awarded, is proposed, or is anticipated, for the proposed project. If yes , indicate type of funding (i.e. CDBG Grant, HOME Investment Partnership Program, Section 108 Loan Guarantee, etc.), funding amount, whether awarded (if known) or application is pending, and fiscal year of award or application request.
PLEASE NOTE: Projects involving 1) acquisition of real property involving a change of use, or 2) new construction require an Environmental Assessment (EA). Concurrent environmental review per the California Environmental Quality Act (CEQA) is also required. The obtainment of a qualified environmental consultant to provide documentation services (i.e. a combined Initial Study/EA) is strongly required.

SIGNATURE OF PROPERTY OWNER REQUIRED

Check One: <input type="checkbox"/> I hereby certify that a Homeowner's Association/Architectural Review Committee does exist and have reviewed this project. Please include a copy of their letter and comments with the application. <input type="checkbox"/> I hereby certify that a Homeowner's Association does not exist to comment on the requested change to my property.			
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	
ADDRESS	CITY	STATE	ZIP CODE
REQUIRED ORIGINAL SIGNATURE OF PROPERTY OWNER			DATE

Permit Adjustments, including sign permits, **must be hand delivered** and are processed in the Planning Divisions, Room 400, from 9:00 a.m. to 11:30 a.m. on Monday, Wednesday and Friday, 10:00 a.m. to 11:30 a.m. on Tuesday and Thursday, and 1:00 p.m. to 4:30 p.m. Monday thru Friday and in the Building Division, Room 200, from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday thru Friday.

**THIS APPLICATION MUST BE SUBMITTED IN PERSON
and MUST BE COMPLETE.**

CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # ()	FAX # ()	E-MAIL ADDRESS	

Please complete the FRONT Sheet of this application and provide the following.
INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

- ☐ **FILING FEE:**
 \$265* - Checks are made payable to the "City of San Jose".
 \$531* for each adjustment after the 1st to process simultaneously
 \$126* per hour for consultation regarding review of a proposal prior to filing the application.
- ☐ **ASSESSOR'S PARCEL MAP** marked with the project location. **includes the General Plan Update fee*
- ☐ **PHOTOGRAPHS** of existing building or subject area.
- ☐ **FOUR (4) COPIES** of the development plans that include:
- A **SITE PLAN* DRAWN TO SCALE** showing the location of the proposed changes on the subject property, and
 - A **DRAWING TO SCALE** of the proposed change (elevations, floor plans, construction, details, as appropriate).
- *A **Site Plan** should contain the following basic information:
- Dimensions of subject property, lot lines, and existing and proposed driveways.
 - Streets adjoining the subject property.
 - Existing and proposed buildings and structures, including proposed building removal.
 - Dimensions of existing and proposed setbacks.
 - Existing and proposed off-street parking, loading, landscape and circulation areas.
 - Existing trees to be removed. Include circumference of tree at 2 feet above ground level as well as distances from existing and proposed structures and/or trees on the site.
- ☐ A **LETTER** from the **Homeowner's Association/Architectural Review Committee** commenting specifically on the plans it reviewed, if applicable.

HUD FEDERAL FUNDING AND ENVIRONMENTAL COMPLIANCE WITH THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA). Compliance with the national environmental policy act (nepa) is required for all projects involving property acquisition, new construction for any project that has been awarded, proposes to include, or anticipates the use of federal funding from the department of Housing and Urban Development (HUD), for any portion of the project. Additional review, reports, and/or referrals may be necessary. additional fees will be required for projects funded by hud programs other than the cdbg program. please contact the plan implementation division environmental review team principal or senior planner for more information at 408.277.4576.

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 and MUST BE COMPLETE.**